



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 14

Agenda Date: September 29, 2022

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contracts

SUMMARY:

An ordinance awarding six contracts to provide the City with commodities and services on an annual basis for the term of the contract, for an estimated annual cost of \$5,498,552.00 annually. This ordinance provides the procurement of the following items, as needed, and dependent on the Department's available budget, for the term of the contract:

A. JF Acquisition LLC, dba JF Petroleum Group, for gasoline and diesel refueling parts and service, \$104,840 annually (1 contract, Building and Equipment Services Department)

B. Atlas Amalgamated of San Antonio, Inc., dba Atlas Body Shop, Carman Int., Inc., dba Collision San Antonio, Cavender Collision Center LP, Tejas Chevrolet Company, Inc., dba Northside Chevrolet, Embassy Collision, Inc., Northside Auto Group, LLC, Texas J.A.C., Inc., dba Southwest Paint and Body, and Star Collision Repair LLC, for on-call collision repairs for sedans and light duty pick-up trucks, \$1,200,000 annually (7 contract, Building and Equipment Services Department)

C. Cavender Ford Motor Company, Ltd., dba Cavender Grande Ford, Jordan Ford, Ltd., McCombs HFC, Ltd., dba Red McCombs Ford, Northside Auto Group, LLC, for on-call repair services, \$175,000 annually (5 contracts, Building and Equipment Services Department)

D. Municipal Emergency Services, Inc., for personal protective clothing, \$2,933,000 annually (1 contract, San Antonio Fire Department)

E. PermitRocket Software LLC, for E-Permit maintenance and support, \$355,712 annually (1 contract, Development Services Department)

F. Kone, Inc., for elevator and escalator preventive maintenance, \$730,000 annually (1 contract, Convention and Sports Facilities)

BACKGROUND INFORMATION:

The City of San Antonio utilizes annual contracts for procuring high volume repetitive purchases. Annual contracts are an efficient method of securing the best prices through volume purchasing and reducing large amounts of work related to the bid process. Utilization of annual contracts allows the City to procure numerous different commodities in support of the normal daily operations.

Contract procured on the basis of low bid:

A. JF Acquisition LLC, dba JF Petroleum Group, for gasoline and diesel refueling parts and service, \$104,840 annually, upon award through April 30, 2025 with two, one-year renewal options – will provide the City with gasoline and diesel refueling equipment parts and service. The contract includes monthly preventive maintenance at 11 refueling facilities with approximately 107 dispensers.

Unforeseen Damage Exception:

B. Atlas Amalgamated of San Antonio, Inc., dba Atlas Body Shop, Carman Int., Inc., dba Collision San Antonio, Cavender Collision Center LP, Tejas Chevrolet Company, Inc., dba Northside Chevrolet, Embassy Collision, Inc., Northside Auto Group, LLC, Texas J.A.C., Inc., dba Southwest Paint and Body, and Star Collision Repair LLC, for on-call collision repairs for sedans and light duty pick-up trucks, \$1,200,000 annually, upon award through September 30, 2025 with two, one-year renewal options – will provide the City with collision repairs for sedans and light-duty pickup trucks. There are approximately 2,820 mixed models of sedans and light-duty pickup trucks in the City's fleet. Manufacturers include, but are not limited to, Buick, Chevrolet, Chrysler, Ford, GMC, Hyundai, Isuzu, Kia, Mazda, Nissan, Pontiac, Oldsmobile, Ram, Saturn, Suzuki, Toyota, Volkswagen, and Volvo. This solicitation is intended to obtain on-call collision repair providers to timely perform paint and body work on sedans and light-duty pickup trucks in the City's fleet. More than one repair provider will be selected. Selection as an on-call collision repair provider is not a guarantee of work. Individual collision repairs will be performed by the on-call collision repair provider that can provide timely repair, as determined solely by City, for the lowest cost.

C. Cavender Ford Motor Company, Ltd., dba Cavender Grande Ford, Jordan Ford, Ltd., McCombs HFC, Ltd., dba Red McCombs Ford, Northside Auto Group, LLC, for on-call repair services, \$175,000 annually, upon award through June 30, 2025, with two, one year renewal options – will provide the City with on-call repair services for Ford vehicles to include sedans, light-duty pickup trucks, sport utility vehicles, and vans in the City's fleet. These contracts will be utilized by Building and Equipment services Department and will be awarded to multiple contracted vendors allowing for a timelier return of vehicles to service. There are approximately 1,914 mixed model

Ford brand vehicles in the City's fleet.

Public Health or Safety Exemption:

D. Municipal Emergency Services, Inc., for personal protective clothing, \$2,933,000 annually, upon award through September 30, 2025 with two, one-year renewal options – will provide the San Antonio Fire Department with personal protective clothing that will be used to maintain and replace damaged gear/protective clothing and to upgrade current personal protective clothing for firefighters to ensure for safety and compliance with current National Fire Protection Association (NFPA) rules, regulations, guidelines and Standards. The current Fire Collective Bargaining Agreement requires the City of San Antonio to issue personal protective clothing and equipment to each firefighter. The Texas Commission on Fire Protection through Texas Government Code Chapter 419 also requires that the City provide personal protective clothing to all individuals assigned to the firefighting division, and the personal protective clothing are required to be replaced after 10 years following the date of manufacturer.

Sole Source:

E. PermitRocket Software LLC, for E-Permit maintenance and support, \$355,712 annually, from October 1, 2022 through September 30, 2024 with three, one-year renewal options – will provide the City with licenses for the continued use of the Digital Plan Room platform for the electronic plan review solutions (Software Subscription Services).

Renewal:

F. Kone, Inc., for elevator and escalator preventive maintenance, \$730,000 annually, upon award through September 30, 2022 with one, five-year renewal through September 30, 2027 – will provide the Convention and Sports Facilities Department with Texas licensed elevator and escalator contractor to provide systematic and periodic service and preventative maintenance of the elevators currently installed in the Alamodome, Henry B. Gonzalez Convention Center, Lila Cockrell Theater, University of Mexico, Institute of Mexican Cultures and Building 277. The preventative maintenance is necessary to maintain the safety and functionality of the elevators, escalators, and wheelchair lift in accordance with the Texas Department of Licensing & Regulation standards and American National Standards Institute Regulations for elevators and escalators. This contract provides parts and labor for preventative maintenance, repair, and stand by services.

ISSUE:

These contracts represent a portion of approximately 250 annual contracts that will be brought before City Council throughout the fiscal year. These products and services are used by city departments in their daily operations.

A. Gasoline and Diesel Refueling Parts and Service

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

B. On-Call Collision Repairs for Sedans and Light Duty Pick-up Trucks

This contract is within the scope of the SBEDA Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

C. On-Call Repair Services for Ford vehicles

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

D. Personal Protective Clothing

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

E. E-Permit Hub

This contract is exempt from the Small Business Economic Development Advocacy (SBEDA) Ordinance.

F. Elevator and Escalator Preventive Maintenance

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived on the current contract due to the lack of small, minority, and/or women businesses available to provide these goods and services.

ALTERNATIVES:

A. Gasoline and Diesel Refueling Parts and Service - Should this contract not be approved, the Building and Equipment Services Department will be required to procure gasoline and diesel refueling parts and service on an as-needed basis which may result in higher pricing and delays of maintenance for City owned fueling equipment.

B. On-Call Collision Repairs for Sedans and Light Duty Pick-up Trucks - Should this contract not be approved, the Building and Equipment Services Department will be required to procure collision repairs on an as-needed basis which may result in higher pricing and delays in returning equipment to service.

C. On-Call Repair Services for Ford Vehicles - Should this contract not be approved, the

department will be required to process individual procurements as needs arise. As a result, processing requirements as spot purchases would delay the timely repair to heavy-duty equipment and the department will not realize the cost savings customarily associated with long-term agreements.

D. Personal Protective Clothing - Should this contract not be approved, the Department will be required to purchase personal protective clothing on an as needed basis wherein increased cost due to non-contract buying would be realized and could cause delay in the delivery of the required materials. Personal protective clothing is the tractional turn out gear worn by firefighting personal to provide protection during structural firefighting operations or other situations where there is a threat of fire. The personal protective clothing is required by Texas Commission on Fire Protection to be replaced after 10 years following the date of manufacturer.

E. E-Permit Hub - Should this contract not be approved, the City's Developmental Services Department would have to forego use of the Digital Plan Room Solution which would prevent DSD from effectively performing electronic plan reviews. This in turn, would cause delays to the permitting process. At this time, the department has no alternative digital review solution that is compatible with their existing Accela civic platform.

F. Elevator and Escalator Preventive Maintenance - Should this renewal not be approved, the department will be unable to have preventative maintenance and not maintain the safety and functionality of the elevators, escalators, and wheelchair lift in accordance with the Texas Department of Licensing & Regulation standards and American National Standards Institute Regulations for elevators and escalators.

FISCAL IMPACT:

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the Department's adopted budget approved by City Council. Purchases made by the Department are as needed and dependent upon available funds within their adopted budget.

RECOMMENDATION:

Staff recommends the acceptance of these contracts submitted through this ordinance to provide the City with specified services on an annual contract basis. These annual contracts are critical to the City's daily operations.

These contracts were procured on the basis of low bid, unforeseen damage exception, public health and safety exception, sole source, and amendment Contract Disclosure Forms are not required.